

Legal Assistant / Secretary (Part-time)

Part-time Legal Assistant / Secretary needed in downtown Detroit (20 hrs/wk, afternoons). Perform legal secretary duties as well as some investigative and paralegal functions. Prepare pleadings and correspondence, track due dates, schedule visits, and assist attorneys with caseload management. Qualifications: Ideal candidates will have a high school diploma or equivalent, plus 3 or more years of legal secretary experience in criminal/appellate law, or will be pursuing a law degree. Proficient skills in Microsoft Word, Outlook, the Internet, and word processing. Effective communication and writing skills. Ability to multi-task and meet strict deadlines. Strong organization skills and attention to detail. \$15.66/hour to start. Paid vacation, sick leave, holidays, 401k. No healthcare benefits.

TO APPLY: Submit a cover letter and resume to: Human Resources, State Appellate Defender Office, Penobscot Building, Suite 3300, 645 Griswold, Detroit, MI 48226. Or email: wendy@sado.org.